

FINELINE

September 2004*A Division of Finance monthly communication service*

Preliminary Test Set for Payroll Employee Self Service

A preliminary test of Payroll Employee Self Service (ESS) will be taking place this month. During the test, a small group of state employees will use an Internet portal to enter their time and to view and change payroll information. In addition, managers will use the portal to electronically approve time entered.

The test will include dual processing of two pay periods. Participants will make the same entries in ESS as they do on their regular time sheets. Time sheets will be processed in the regular Payroll System in the normal way, and Finance will process time entries in the ESS test system. We will compare the payroll results from the production and test systems to validate that ESS is working correctly. Entries made in the test system will not generate a paycheck.

Test participants will use on-line documentation such as overview pages, tutorials, and answers to frequently asked questions (FAQs) to learn how to use ESS. In addition to using the test to evaluate ESS, we will also be evaluating the helpfulness of the on-line documentation. Testers will be asked to suggest improvements for both the process and the documentation.

When Finance has confirmed that ESS is working properly, we will allow a few agencies to actually enter time on ESS and eliminate their paper time sheets. If there are no problems, we will work with other agencies who want their employees to use ESS functionality. ❖



Good-bye and Good Luck to Lynn Vellinga

We would like to extend our best wishes to Lynn Vellinga, who has accepted a job as the Senior Accounting Officer for the State of Georgia. This is a brand new position in Georgia, and Lynn will be responsible for setting up an office much like our Division of Finance.

Director of Finance Kim Oliver says, "It will be a very challenging job, but what better person could they get than 'our' Lynn?" She says Lynn has done a great job in the Division of Finance, filling many different shoes. She adds, "I know that we will all miss him."

Lynn, who has worked in Finance since 1982, became Assistant Comptroller in 1985, and was appointed Assistant Director of Finance in 2001.

Lynn will retire on October 1 with 26 years of service to the State of Utah. We invite those who have worked with Lynn over the years to join us in saying good-bye and good luck. Lynn's retirement party will be held Tuesday, Sept. 28, from 3:00 to 4:30 p.m. in the auditorium of the State Office Building. ❖



Finance Staff Changes Will Not Affect Customer Service

As a result of some recent staff changes in the Division of Finance, you may not be talking to or working with the same Finance employees you have dealt with in the past. However, you can still expect the same high quality of customer service the division has always provided.

Here is a summary of the most recent staff changes in the Division of Finance:

- ★ Tami Nelson replaced Nicole Naylor as Travel Coordinator in the State Travel Office. Tami will be helping agencies with group accommodations. You can contact her at 801-538-3109 or taminelson@utah.gov.
- ★ Pam Hansen is now the Assistant Payroll Coordinator, replacing Marchion Mackay. You can contact her at 801-538-3121 or phansen@utah.gov.
- ★ Caroline Thomas has taken over Pam's previous position of Payroll Trainer. You can contact her at 801-538-3125 or carolinet@utah.gov.
- ★ Barrie Sugino is the new voice you hear when you call for payroll information. Barrie replaces Caroline. You can contact her at 801-538-3056 or bsugino@utah.gov.
- ★ Brandon Bagley is a new accounts payable auditor. You can contact him at 801-538-3107 or bbagley@utah.gov.
- ★ Layne Shreeve is a new member of our LAN group. You can contact him at 801-538-3122 or lshreeve@utah.gov.



If you are confused about who you need to talk to in Finance, call our receptionist at 801-538-3082 for assistance in contacting the right person. ❖

Be Sure To Use Updated Form for Direct Deposit

Please be aware that an updated version of form FI 21, Employee Authorization Agreement for Direct Deposits, is now available from the Division of Finance Web site at www.finance.utah.gov.

It is important to use this new form, because there have been changes in the information that Finance needs in order to set up a direct deposit. **Please be sure your agency discards all copies of the old form.** Your employees should now be using the new form, which has a revision date of 08/2004 in the upper left-hand corner.

Please advise your employees to completely fill in all of the boxes for each section where information is requested. Filling in all requested information the first time will help prevent Finance from having to return the form to the employee before processing.

Questions about direct deposit may be directed to Betty Frenchwood in the Division of Finance at 801-538-3116. ❖



Software Will Allow Finance to Review 100% of Payments

As part of revamping the post-audit process, the Division of Finance recently purchased data analysis software called ACL (Audit Command Language). ACL will allow Finance's auditors to electronically review 100% of payments.

ACL is a tool used by both the State Auditor's Office and the Salt Lake County Auditor for data extraction, data analysis, fraud detection, and continuous monitoring. It will allow Finance to:

- Analyze data more quickly and efficiently
- Identify trends, pinpoint exceptions, and highlight potential areas of concern
- Locate errors and potential fraud by comparing and analyzing files according to criteria determined by the Division of Finance
- Identify control issues and ensure compliance with standards

An example of how ACL will be used is to compare employee records with vendor records to ensure proper disclosure of any contracts between the State of Utah and a state employee.

If you have suggestions, questions, or concerns regarding the use of this software please contact Gary Belliston at 801-538-3110 (gbelliston@utah.gov). ❖



Payroll User Manual, Purchasing Files Now on InnerWeb

The Payroll User Manual, additional payroll system documentation, and two purchasing files are now available on the InnerWeb, accessible from the Finance Web site.

This information **is not new** to the Finance Web site, but users will now be routed to log in to the InnerWeb before accessing the files.

From the Division of Finance home page (www.finance.utah.gov), you can access the Payroll User Manual, Payroll Codes, Frequently Asked Questions, or Other Payroll Documents, by mousing over the *Publications* button on the left, selecting *Payroll*, and then choosing the name of the file you want to see. From here you will be directed to log into the InnerWeb. Users **do not** have to go through the InnerWeb to access policies and procedures.

To access the purchasing files from the Finance home page (www.finance.utah.gov), mouse over the *Services* button on the left, select *FINET Accounting System*, and then choose either *Commodity*, *Contract*, *Vendor File* or *Vendor Name and Number File*. The Web site gives complete descriptions of what information is included in each file.

Making these files available through the InnerWeb means that only state employees will have access to them. ❖



Cooperation, Teamwork Needed on the Recovery Audit

Not all of the money collected as a result of the recovery audit performed by Horn & Associates will be cash. If the State anticipates another payment to the vendor, a credit memo will be processed to recover the funds.

This procedure should increase the amount recovered, but it will require some cooperation. The credit memos will be entered in FINET and 82% of the recovery will post to the original coding (or corrected coding if necessary) and 18% to a Division of Finance fund to cover the contractor's fee. On the next payment to the vendor, agencies should be sure to do the following:



- ✓ Use the same vendor number as the original payment,
- ✓ Let the check category default to blank, and
- ✓ **Do not check the single check flag.**

The vendor will receive the information to post the credit. When the credit is taken, the Division of Finance will pay Horn & Associates the 18% collection fee. If the credit memo is not taken within 90 days, it will be backed out and the contractor will collect cash.

Horn & Associates will soon receive the data for the last six months of FY 2004. They will once again analyze this data for duplicate payments. To minimize inconvenience to agencies, Horn & Associates will go into individual agencies and pull documents. They will be contacting agencies to make arrangements.

If you have questions or concerns, please contact Carol Young, 801-538-3100 (cyoung@utah.gov); or Gary Belliston, 801-538-3110 (gbelliston@utah.gov). ❖

Frequently Asked Question from FINET Help Desk

Q I have always been able to change my FINET password, but now I keep getting errors, and finally I get a message that my access has been revoked. What is going on?

A There are new password rules in place, passed on from ITS. When selecting a new password, remember that it needs to be **exactly** 8 characters long—not 7 or 9. It must include both letters and numbers—never all letters or all numbers. And it cannot be anything you have already used in the past two years. If your access to FINET has been revoked (it sounds so final, doesn't it?), call the FINET Help Desk at 801-538-9690. ❖



FINET Schedule

- Sept. 3** FINET open; August monthend
Sept. 6 FINET closed; Labor Day holiday
Sept. 7 FINET open; Tuesday cycle due to holiday



Payroll Training

Computer-based training on the Payroll System is available on the Finance Web site at www.finance.utah.gov/training/courses.htm.

Click on the course names below to view the course descriptions or to access the on-line courses.

Data Warehouse Training

- Sept. 21** Data Warehouse – Payroll; 10 – 11:30 a.m.
Sept. 21 Data Warehouse – FINET; 1:30 – 3 p.m.



FINET Classroom Training

- Sept. 3** Internal Transactions Lab; 8:30 – 11:30 a.m.
Sept. 7 Purchasing Lab; 8:30 – 11:30 a.m.
Sept. 7 Disbursing Lab; 1 – 4 p.m.

FINET On-Line Courses

FINET System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Cost Accounting, Grant Accounting, Revenues and Receivables, Internal Transactions, and Fixed Assets

FINET Classroom Training Not Scheduled This Month

Budget Control, Grant Accounting Lab, Project Accounting, FINET Inventory, On-line Inquiries, and Fixed Assets Lab

FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.



Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses and link to on-line courses at:
www.finance.utah.gov/training/courses.htm.